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| MSU logo.jpg. | MEMO*From the office of the…*Associate Vice-President Internal Governance |
| TO: | SRA Members and Committee Chairs |
| FROM: | Michelle Brown, Associate Vice-President (Internal Governance) |
| SUBJECT: | Operating Policy – Services |
| DATE: | March 21st, 2021 – SRA 20Q |

**Dear Members of the Assembly,**

The MSU Services are arguable one of the most well-known aspects of our organization. Yet, the policy that governs them has been neglected for many years. I’ve rewritten most of the policy to bring it up to date with current/best practices and better reflect the functioning of the organization. The vast majority of the original policy was composed of the last page of the new policy, as well as a list of services, most of which are no longer relevant.

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| Section | Proposed | Explanation  |
| 1. | Purpose (with definition) | Explaining why we have services and actually giving a definition creates a standard of what our services actually are in the MSU |
| 2.  | Operating Parameters | This section lists the services that fall under this policy, divides the services into their respective sections as well as outlining some general procedures that fall within all of these services. |
| 3.1 | Student-Led Services: Peer-support | Gives a definition, lists the services, outlines confidentiality practices and lists limits to confidentiality |
| 3.2 | Student-Led Services: Student-Life Enhancement Services | Gives a definition, lists the services, outlines confidentiality practices and personnel |
| 3.3 | All Student-Led Services | Outlines reporting structure of all services |
| 4.  | Full-time Staff-Led Services | Gives a definition, lists the services, outlines reporting structure and frequency of full-time lead services |
| 5.  | Directors | (left from previous version) outlines overarching duties of directors including policy, communication, budgeting, and other accounting practices. |
| 6. | Hiring | Refers to Employment policies for hiring procedures and the individual’s Job descriptions |
| 7. | Finances | (left from previous version) outlines general guidelines for the practices of handling money in every-day situations |

If you have any questions or concerns, please do not hesitate to reach out to me via email prior to the meeting.

Kind regards,

Michelle Brown

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